

# INSTANT GROUP COMMUNICATIONS

## AUDIO TELECONFERENCING CAN MEET YOUR OBJECTIVES

As with any meeting, some initial preparation is helpful:

- send out an agenda
- send out visual aids
- book conference in advance
- appoint group leaders at each location where needed

## AN AUDIO TELECONFERENCE IS AN EFFECTIVE WAY OF MEETING

During the teleconference follow these simple guidelines:

- introduce participants at outset
- avoid side discussion
- identify yourself before speaking
- address comments to group leader

## THE USES OF AUDIO TELECONFERENCING ARE LIMITED ONLY BY THE IMAGINATION

### Have a Committee Meeting

Bring people together to exchange information, trade ideas and make decisions.

### Co-ordinate Distant Offices and Services

Have more frequent meetings between offices in a decentralized organization to improve communications and efficiency.

### Solve Urgent Problems

When an "emergency" arises, get key people together immediately, via audio teleconference.

## TEMP AUDIO TELECONFERENCING TASK FORCE

The Transportation Energy Management Program was created in 1977 as a joint responsibility of the Ministries of Energy and of Transportation and Communications with the objective of reducing Ontario transportation's oil dependence. In 1980 members from these two ministries and from the Ministry of Government Services formed a Task Force to promote the use of Audio Teleconferencing within the Ontario Government and the private sector.

The Task Force can provide further information about audio teleconferencing and assistance in designing and implementing a system to meet your needs.

### Contact:

TEMP Teleconferencing Task Force  
Ministry of Transportation and Communications, East Building  
1201 Wilson Avenue  
Downsview, Ontario  
Telephone: 248-3567



Ontario

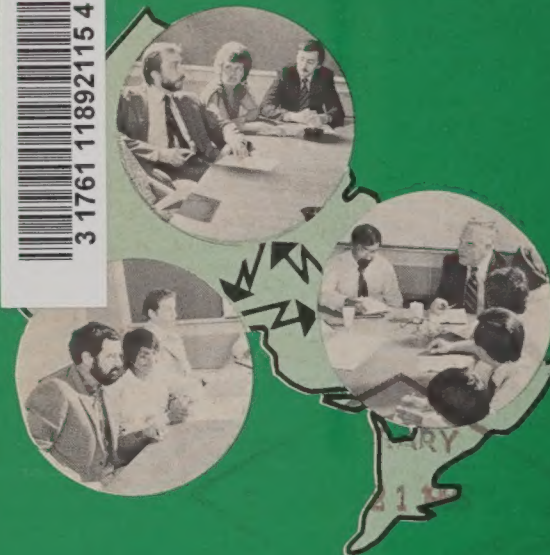
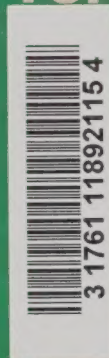
Ministry of  
Transportation and  
Communications

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Energy

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Government  
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# Audio Teleconferencing



## SAVES:

\* Time

\* Money

\* Energy

and Improves  
Communications



## WHAT IS AUDIO TELECONFERENCING?

Audio teleconferencing enables 3 or more individuals to carry on a discussion over a telecommunications network. It allows you to hold meetings involving participants at several locations and/or including several participants at each location.

## WHY USE AUDIO TELECONFERENCING?

### IMPROVE COMMUNICATIONS IN A DECENTRALIZED ORGANIZATION

- have more frequent consultation
- encourage wider participation

### IMPROVE EFFICIENCY

- save time
- keep key people on the job

### STREAMLINE DECISION MAKING

- meetings obtain results more quickly
- immediate consultation in emergencies

### SAVE MONEY

- reduce transportation and accommodation expense

### SAVE OIL

- reduce consumption of oil in transportation

### COSTS OF A TYPICAL MEETING

Estimate of \$, hours and litres of fuel used in return trip to Downsview for one person\*

From	\$	Hours	Litres
London	63	4	68
North Bay	125	3½	61
Kingston	100	6	86
Toronto	1	½	1
Thunder Bay	203	4½	242
Total	492	18½	458

\*assuming no overnight, regular means of travel

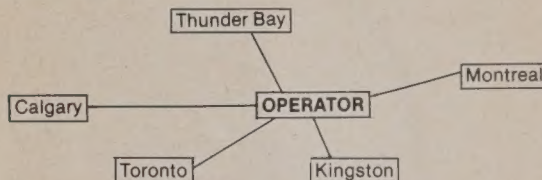
## TELECONFERENCING SYSTEMS

There are several ways to arrange an audio teleconference, using the regular telephone network or a special dedicated network.

### BELL TELEPHONE NETWORK

#### Multi-point calls

Dial "0" and ask the conference operator to arrange your call. Up to 20 locations may be included in the teleconference.



#### Calls involving more than one participant per location.

**Speakerphone®**, a speaker/microphone unit added to regular telephone which allows up to 4 people to participate in a location.



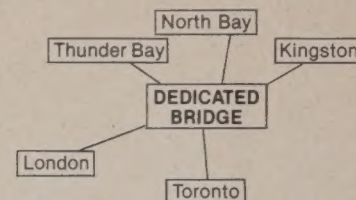
**Conference 2000®**, a large scale Speakerphone®, can accommodate up to 15 participants at a location.



Both Speakerphones® and Conference 2000® units may be used with Ontario Government tie lines.

### CNCP DEDICATED NETWORK

A dedicated network can be installed between pre-determined points on the CNCP Broadband Network linking up to 10 locations and involving as many as 20 participants in a location. This dial up facility is accessible without the assistance of an operator.



A specially modified boardroom equipped with broadband phone and speaker/microphone units, is used with the dedicated network.



### Audio Teleconferencing Stations on Ontario Government Dedicated Networks

Several Ontario Government Ministries have installed dedicated networks. Facilities are currently available in London, North Bay, Thunder Bay, Kingston, Stoney Creek, Don Mills, Toronto, Downsview, Kenora, Sault Ste. Marie and Sudbury.

